

Department of Administration

Request for Proposals for Original Equipment Manufacturers of Personal Computers

The Department of Administration, Materials Management Division (MMD) is requesting proposals on behalf of the State of Minnesota, the Western States Contracting Alliance (WSCA), and the National Association of State Procurement Officials (NASPO) from original equipment manufacturers of:

- personal computers (desktop workstations, laptops and mobile);
- small servers;
- storage solutions hardware for small LANS;
- individual or small shared printers; and
- limited peripherals to support desktop computing.

Since the original contract was issued on May 26, 1999 (by the State of New Mexico), participating states and entities have spent approximately \$3,977,650,767 on the contracts that will be replaced by the ones awarded as a result of this request for proposals.

Responses will be due not later than 2:30 p.m., CST, March 18, 2004.

If you would like a copy of the Request for Proposals, please go to:

<http://www.mmd.admin.state.mn.us/process/admin/page1List.asp>

and follow the instructions to obtain a copy. This Request for Proposals requires potential responders to register with the Materials Management Division by 2:30 p.m., CST, February 20, 2004. Instructions on registering are found in Section II of the Request for Proposals.

Contractors must provide warranty and maintenance services on ALL equipment that is offered and purchased through the resulting contracts. Delivery, support, warranty and maintenance, may be provided by the contract awardees using sub-contractors. The contract awardee is still responsible for the timeliness and quality of all services provided by individual sub-contractors. Sub-contractor participation will be governed by individual participating state procurement officials, who have the sole discretion to determine if they will accept services from a sub-contractor. Contractors may offer, but participating states and entities do not have to accept, limited professional services related **ONLY** to the equipment and configuration of the equipment purchased through the resulting contracts.

This RFP is divided into several tracks (groups of units and configurations considered related to each other). The definition of tracks is not subject to negotiations with potential responders. Responders may respond to any or all tracks. The State of Minnesota and WSCA intend this procurement to result in LIMITED multiple source awards for each track.

“Educational” offerings, including special purpose educational software and hardware configurations included as part of the original purchase are included in this RFP. The specific rules and restrictions of these “educational” offerings must be detailed in the response.

This request for proposals **IS NOT** for a one-stop, meet-any-and-all requirements contract, nor is it for the purchase of software or peripherals **NOT** included as part of an original equipment purchase under a resulting contract. At the option of the WSCA Directors and the state procurement official of any participating state, factory warranted upgrades for equipment previously purchased from the contracts resulting from this RFP (or the previous WSCA PC contract) may be included as part of the resulting contracts. Additionally, it **IS NOT** a reseller contract; it is the intent of this request for proposals to contract with original equipment manufacturers. Each state represented by WSCA or NASPO that chooses to participate in this contract independently has the option of contracting for a one-stop shop contract, contracts with resellers or any other kind of PC or computer goods or services.

Potential responders should be aware of several limitations and boundaries intended by the WSCA Directors in supporting the issuing of this RFP.

- The resulting contracts are **NOT** for the offer and purchase of major, large hardware or hardware and software offerings. In general, individual units/configurations should not exceed \$25,000 each. This **IS NOT** a restriction on how many units/configurations can be purchased, but on the value of each individual unit/configuration. Individual participating states may set higher limits in a participating addendum, with the prior approval of the WSCA Directors.
- Contract awardees should assume that the pricing accepted reflects individual or small quantity purchases. If a participating state, or a group of participating states or entities within a state(s), may choose to focus purchases on a “state configuration,” this configuration may be defined and then competed further within the pool of contract awardees for specific pricing. These strategic competitions must be coordinated through the MMD Contract Manager, but will be actually administered by state(s) involved.